

28 September 1956

OFFICE OF PERSONNEL MEMORANDUM []

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SUBJECT: Initiation and Processing of Fitness Reports

REFERENCE: [] Fitness Report, dated 21 January 1956

RESCISSIONS: [] Recording Fitness Report
on IBM Cards, dated 24 November 1954
[] Fitness Report, dated
3 December 1954

1. This memorandum establishes responsibilities and procedures for the implementation of paragraph 5 of referenced regulation which requires that the Office of Personnel prepare and disseminate advance lists of due dates of initial and annual Fitness Reports pertaining to staff agents and staff employees. It also provides procedures for the processing and disposition of these reports.

2. Staff Employees at Headquarters, []
[] and in the Foreign Field Supervised from Headquarters:

25X1

a. The Chief, Records and Services Division (RSD) is responsible for notifying Administrative or Personnel Officers in Operating Components of the due date of initial and annual Fitness Reports for staff employees at headquarters, []
[] and in the foreign field if they are supervised from headquarters. He is also responsible for following up to ensure completion of these reports.

25X1

b. The Chief, RSD, will monitor personnel actions requesting reassignment of employees between jurisdictions of Operating Officials, and will be responsible for requesting Fitness Reports in such cases of proposed reassignment, in conformity with the referenced [] before further processing the action. The Transactions and Records Section (RSD) will document personnel actions delayed in processing pending receipt of the required Fitness Report by indicating the date and efforts made to obtain the report.

c. Advance lists of initial and annual reports due will be prepared in triplicate by RSD and transmitted to the Operating Components on or before the 15th calendar day of the month preceding the month in which the Fitness Reports are due. These lists will contain the names of employees on whom reports are required during the following month and will indicate the due dates and types of reports required. Notification concerning staff employees in the field who have no supervisor in the field will be based upon information provided by the Operating Officials concerned.

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d. On or before the 15th working day of the month following the month in which the due date of the report falls, RSD will prepare a follow-up list of Fitness Reports which have not been received in the Office of Personnel for transmittal to the appropriate Operating Component. Similar action will be taken when the reports are two months delinquent, at which time the Director of Personnel will be advised of the delinquency.

e. Upon receipt of the completed original and copy of the Fitness Report in the Office of Personnel, the Mail Clerk in RSD will time and date stamp both copies and forward the original to the Position Control Section (RSD). The copy will be forwarded to the Assessment and Evaluation Staff, Office of Training.

f. The Position Control Clerks will post the Fitness Report data to the Service Record Cards, SF-7. The Fitness Reports will then be segregated according to service designation and made available in the Position Control Section for the DD/I and DD/S Placement Officers. The Fitness Reports bearing DD/P service designations will be made available for the Chief of the Qualifications Analysis Branch, Personnel Assignment Division (PAD). Should the Chief, QAB, during his review determine that a Fitness Report should be brought to the attention of the Clandestine Services Placement Officers, he will, in accordance with paragraph 2h below, forward the Fitness Report and the Official Personnel Folder of the individual to the Chief, Clandestine Service Branch, PAD.

g. The DD/I and DD/S Placement Officers and the Chief, QAB, will check with the Position Control Section (RSD) daily to determine if Fitness Reports have been received for review. They will indicate their review by initialing the Fitness Report in the space provided. The Clandestine Services Placement Officers will review and initial the copy of the Fitness Report directed to the Career Board or Panel.

h. Upon completion of posting by the Position Control Clerks and review by the Placement Officers, the Fitness Reports will be forwarded to the Files Section (RSD) for filing in the employee's Official Personnel Folder. When it is necessary for the Placement Officers or the Chief, QAB, to have possession of a Fitness Report, it will be forwarded to the Files Section (RSD) to be incorporated into the Official Personnel Folder. The Folder will then be charged out to the Placement Officer. The Chief, Files Section, will be responsible for ascertaining that the Fitness Reports received have been reviewed by the Placement Officers or Chief, QAB, as appropriate, and that they are properly posted.

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OPM 55-56

S-E-C-R-E-T

3. Staff Agents Supervised from Headquarters:

a. The Chief, Contract Personnel Division (CPD) is responsible for notifying Administrative or Personnel Officers of Operating Components of the due date of initial and annual Fitness Reports for staff agents supervised from headquarters. He is also responsible for following up to ensure completion of these reports.

b. CPD will determine, in accordance with the phasing prescribed in [] when Fitness Reports are due on staff agents who report directly to headquarters. Staff agents in this category will be identified by listings furnished by the Operating Officials. CPD will notify the appropriate division on or before the 15th calendar day of the month preceding the month in which the reports are due.

c. On or before the 15th working day of the month following the month in which the due date of the report falls, CPD will prepare a follow-up list of Fitness Reports which have not been received for transmittal to the Administrative or Personnel Officer of the appropriate Operating Component. Similar action will be taken when the reports are two months delinquent, at which time the Director of Personnel will be advised of the delinquency.

d. When the original and copy of Fitness Reports on staff agents are received in CPD, they will be time and date stamped and posted to the Service Record Card. They will then be reviewed and the appropriate Placement Officer in PAD advised should the review indicate unsatisfactory performance or any other condition which, in the opinion of the Chief, CPD, should be brought to the attention of PAD. The original of the Fitness Report will then be filed in the staff agent's Official Personnel Folder, and the copy will be temporarily retained in CPD files.

4. Inferior Suitability Watch List

a. A weekly Inferior Suitability Watch List will be prepared as outlined below by the Chief, PAD, and forwarded to the Director of Personnel with a copy to the Chief, Selection Staff, through the Deputy Director of Personnel for Planning and Development, by the close of business each Monday. Each Placement Officer and the Chief, QAB, will inform the Chief, PAD, on a weekly basis, of the names of those persons to be placed on the list, based on the review of the Fitness Report prior to its inclusion in the Official Personnel Folder. The employee's name will be placed on the Watch List if:

(1) Ratings 1 or 2 have been placed in the box for Section C1, "Rating on General Performance of Duties".

S-E-C-R-E-T

OPM 55-56

S-E-C-R-E-T

(2) Ratings 1 or 2 have been placed in the box for Specific Duty No. 1 or No. 2 of Section C2, "Ratings on Performance of Specific Duties".

(3) Ratings 1 or 2 have been placed in the box for Section D, "Suitability for Current Job in Organization".

b. On the basis of the Inferior Suitability Watch List, the Director of Personnel and the Chief, PAD, will know on a current and immediate basis those persons who are alleged by their supervisors to be sub-standard in terms of Agency standards so that proper action can be taken with respect to training, reassignment, disciplinary measures, or separation.

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Harrison G. Reynolds
Director of Personnel

4
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OPM 55-56